PART TIME COURSES

COMMENCING JANUARY 1974

THE GEORGE BROWN COLLEGE
OF APPLIED ARTS AND TECHNOLOGY

E 114
[INSERT IN PT TIME CALENDAR]

THE GEORGE BROWN COLLEGE OF APPLIED ARTS & TECHNOLOGY

PROGRAMS 1974 - 1975

A D D E N D A

The following additions and amendments are published with a view to updating the George Brown College Calendar 1974-75.

A. EQUIVALENT STANDING

Top of page 15, please make the following amendments:

British Columbia:	Grade 12
New Brunswick:	Grade 12
Alberta:	Grade 12
Saskatchewan:	Grade 12
Manitoba:	Grade 12
Nova Scotia:	Grade 12
Prince Edward Island:	Grade 12
Newfoundland:	First Year Memorial University
Quebec:	12 years of schooling, comprising either 12 years at Quebec schools or 11 years at Quebec schools plus the first year of either the program at a College of General and Professional Education (CEGEP) or the first year of the collegial program offered at a Quebec university.

One year of approved schooling in another Canadian province, beyond the levels stated above, is considered to be the equivalent of the Ontario grade 13.

B. PROGRAM TITLE CHANGES

Page	Code	Old Program Title	New Program Title
22	AS540	Grades 1 to 4	Academic Upgrading A
22	AS541	Grades 5 to 8	Academic Upgrading 1
22	AS542	Grades 9 to 11	Academic Upgrading 2
22	AS543	Grades 11 to 12	Academic Upgrading 3
31	AR549	General Carpentry	General Carpentry - Advanced
41	AR541	Oil Burner Servicing	Oil Burner Service
42	AR590	Residential Metal Siding Installation	Residential Siding Installer
55	B574	Typing Refresher	Typist Refresher
71	EL571	Colour Television	Colour Television Upgrading
101	EN554	Welder Fitter Refresher	Welding Fitter Refresher
139		Carpenter	Carpentry - Regular
139		Machinist	Machinist/Machine Trades
139		Radio & TV Service Technician	Radio & TV Serviceman
139		Air Conditioning & Refrigeration Worker	Refrigeration & Air Condition Mechanic
139		Toolmaker	Tool & Die Maker

C. STATIONARY ENGINEERING

Page 43, please make the following amendments:

4TH CLASS

1st Term — 20 Weeks

Course	Modular Area	Hours	No. of Modules
STAT530	Power Plant Theory	300	16
STAT535	Power Plant Practice	200	--
STAT546	Electrical	20	1
STAT560	Language & Communication	20	1
STAT550	Mathematics	20	1
STAT556	Physics	20	1
STAT540	Instrumentation & Controls	20	1
		600	21

3RD CLASS

2nd Term — 20 Weeks

STAT531	Power Plant Theory	340	13
STAT536	Power Plant Practice	100	--
STAT547	Electrical/Electronics	40	2
STAT561	Language & Communication	20	1
STAT551	Mathematics	20	1
STAT557	Physics	20	1
STAT541	Instrumentation & Controls	20	1
STAT570	B.P.R. & Strength of Materials	40	2
		600	21

D. GRAPHIC ARTS

Page 199, please insert the following after GR225:

GR300 / Typographic Design & Layout
A review of basic typographic design principles and copy fitting problems followed by production of comprehensive layouts, some of which are used in the later typesetting course. Assignments will involve the designing of a set of business stationery, a six page brochure; and, a number of tabular items. Each student will be required to formulate a house style in keeping with current trends.

GR301 / Computer Peripherals & Typesetting
The main object of this course is to develop the ability to apply computers to typesetting. It will involve the basic terminology of the computer field and discussions of both general purpose and special purpose devices as they are used in composition. Topics include hardware, software, storage, programing, limitations, advantages and disadvantages of input and output machines in typesetting, and a survey of the field.

GR322 / Cold Type Mark-up
This course is to introduce students to various methods of mark-up currently in use. It begins with hot-metal mark-up and then progresses to cold-type mark-up, the course culminating in mark-up for computer typesetting. The kind of difficulties experienced in the use of different output units will be discussed. Students will be encouraged to develop a mark-up system of their own.

GR325 / Bindery - Programmable Guillotine
GR326 / Bindery - Rotobinders
GR327 / Bindery - Advanced Folding 26x40 Baum
GR328 / Bindery - Gatherers
GR329 / Bindery - Stitchers and Sewing Machine
GR330 / Bindery - Foil Stamping
The above six courses constitute the Technical Major in Bindery. In courses GR325, GR326, GR327, GR328 and GR329 work covers advanced techniques in set-up and trouble shooting. Any two courses constitute a minor option in Bindery. Equipment taught includes 26x40 Baum Folder, Smyth #12 Booksewer, Pony 5 Rotobinder, Muller Automatic Stitcher, Seybold Citation Programmable Guillotine and the IMP Model 3/60B semi-automatic foil stamping machine.

GR350 / Graphic Arts Administrative Processes
Cost estimating and production control techniques are covered in a case study approach with a dummy corporation establishment. This subject prepares a student to enter estimating and production control.

GR360 / Quality Control
To major in Quality Control during third year, six technical blocks of training time are devoted to special quality control projects in the areas where the student anticipates employment.

GR302 / Paste-Up & Film Assembly
Paste-up is taught at the beginning of this course but the emphasis is on the assembly of positive film. Two-colour forms are assembled using a register pin system and mylar base. The level of work reaches that of the leading typesetting houses. In addition, a contact printing and headlining is taught.

GR303 / Photocomposition Tape Input
Input will be by raw tape perforator, programmable keyboard, and counting keyboard. Correction will be by CRT terminal. In the counting keyboard session comparisions will be made to the monotype system. Output will be Photon 713-10/20, Mergathaler VIP, and Linofilm Quick. A high standard of accuracy is demanded of students and the level of work will be in the order of tabular, shape, and catalogue typesetting. The final part of this course will be programming.

GR304 / Advanced Keyboard Techniques
The operation and theory of more sophisticated counting keyboards; the uses of programmable keyboards; the advantages and disadvantages of such systems as the Monotype Keyboard and the Dvorak Keyboard. The student will be expected to produce several items of work using both the Monotype and the AKI-PCl 120.

GR305 / Photomechanical Reproduction
A course designed for students with line and halftone experience. Covers direct and indirect colour separation procedures by various methods. Colour correction by photographic masking. Basic Colour theory. Making screened positives and contrast control, using CC filters. Includes the operation and control of film processors, densitometers, enlarger and related equipment.

GR306 / Photomechanical Reproduction
Covers the study of tone reproduction for black and white and colour printing. The manipulation of tones taking into consideration the characteristics of the press, paper, plate, film and processing conditions and the copy to achieve quality reproduction on the printed sheet. Practical application of tone reproduction study using camera, enlarger and contacting.

GR307 / Photomechanical Reproduction - Gravure
Introduction to reproduction for the gravure printing process including making of continuous tone negatives and positives, halftone negatives and positives with the gravure screen for monotone printing. Transparency masking and colour separation procedures, continuous tone and screened negatives and positives for colour. Use of carbon tissue in transferring the image to copper, etching the copper and proofing resulting plates.

GR308 / Photomechanical Reproduction on the HCM C286 Scanner
Prerequisite is completion of GR305 or equivalent trade knowledge. Principles of scanning, E & D curve and other sensitometer applications. Gradation and Color Computer, Screening, Proofing, Future Trends

GR310 / Film Imposition & Printing Surface Preparation
The emphasis at this level is on four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student incorporating the various screen angles and tints. Further experience will be gained in manual step and repeat methods and machine photocomposing.

GR311 / Film Imposition & Printing Surface Preparation
This course provides for the practical application of all previous courses on this subject in the areas of contacting, stripping, photocomposing and job planning. It will also include platemaking problems and their solution and pre-press colour proofing methods.

GR312 / Film Imposition & Printing Surface Preparation
This is a combination of camera, stripping and platemaking that allows the student a number of choices that include completing a project through camera, stripping and platemaking, or performing practical work in any one or more of these areas.

GR313 / Technical Project
A single block of training where a student completes a project from conception through design, composition, camera, stripping and platemaking, to press and bindery. It must be at least two colours involving half-tones, duo-tones and tints, photocomposition and bindery operations.

GR314 / Die Cutting & Embossing
Following a refresher or instruction on platen and cylinder press as required, the course will cover die manufacturing processes; die-cutting and creasing; perforation slot cutting; plate sinking; hot and cold embossing and a demonstration of foil stamping.

GR316 / Machine Printing Two-Colour Offset Press (Advanced)
Register, cylinder arrangements, application of Ph, pressroom chemistry, paper, ink, colour matching and densitometer application. Projects run during this course will include two-colour, multi-colour and process colour work.

GR317 / Machine Printing Rotogravure (Advanced)
Exercises in two-colour rotogravure printing.

GR318 / Machine Printing Flexo (Advanced)
Projects in flexographic printing on various substrates.

GR319 / Multi-color Press Projects
GR320 / Process Color Press Projects
Special individual printing projects selected in cooperation by the student and instructor to develop the student's capability on particular presses. Special attention will be paid to colour control and all aspects of importance in commercial work.

GR321 / Press Theory and Maintenance
The maintenance of each press taught in third year and the theory of various dampening systems used in offset lithography is stressed to ensure proper corrective action for press problems.

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PART TIME COURSES

COMMENCING JANUARY 1974

THE GEORGE BROWN COLLEGE
OF APPLIED ARTS AND TECHNOLOGY
P. O. BOX 1015, STATION B, TORONTO, ONTARIO M5T 2T9
TELEPHONE: (416) 967-1212 AND ASK FOR "INFORMATION"

THIS COLLEGE WAS ESTABLISHED AND IS FUNDED BY THE PROVINCE OF ONTARIO THROUGH THE MINISTRY OF COLLEGES AND UNIVERSITIES.

GENERAL INFORMATION

Part-time courses will be offered in the subjects listed on the following pages, commencing in the week of January 14, unless otherwise indicated.

REGISTRATION

At the George Brown College of Applied Arts and Technology on Monday, January 7; Tuesday, January 8; and Wednesday, January 9, 1974, between the hours of 4:00 p.m. and 9:00 p.m. at each of the campuses.

Campus C – 507 College Street
Tel: 967-1212 Ext. 305 or 306

Campus CL – 160 Kendal Avenue
Tel: 967-1212 Ext. 404 or 405

Campus X – 21 Nassau Street
Tel: 967-1212 Ext. 607

Campus T – 51 Teraulay Street
Tel: 967-1212 Ext. 508 or 510 or 511

All course descriptions indicate the campus that will conduct the course. Special courses may be introduced if necessary.

Pre-registration may be arranged for certain courses; inquiries should be directed to "Information" at 967-1212.

The amount of the fee for each course is stated in the course description; each of these amounts includes a $5.00 non-refundable registration fee. In some cases, the cost of laboratory fees and materials may be additional to the stated amount of the fee.

The receipt issued at the time of payment of fees is the official receipt for income tax purposes; please retain it carefully, since a duplicate cannot be issued.

SENIOR CITIZENS

Part-time course fees for Senior Citizens.

Anyone registering for a part-time course, who has attained the age of 65 on or before the start date of the course will pay fees at the following reduced rates:

Courses up to 60 hours duration	$5.00
Courses beyond 60 hours duration	$5.00

plus a prorated amount for the hours beyond 60 at the rate of $5.00 for 60 hours.

IDENTIFICATION

Your receipt is your admit-to-lecture identification and must be shown to the instructor at the beginning of the course and whenever requested. No receipt is an indication of non-registration.

REFUNDS

The admissions office must be notified in writing of a student's withdrawal; forms are available at the office for this purpose. Refunds will be made only if requested before the third scheduled session of the course. The $ 5.00 registration fee is not refundable; in addition, a charge will be made of $2.00 per scheduled session held prior to the date of application for the refund, regardless of whether or not the student attended classes. If a course is cancelled, full refund will be made. REQUESTS FOR REFUNDS MUST BE ACCOMPANIED BY THE OFFICIAL RECEIPT (white copy). In the case of a course failing to materialize because of insufficient enrolment, a full refund and notification will be forwarded to the applicant.

PART-TIME STUDIES DURING THE DAY

Individuals who may be free during day school hours are welcome to apply to participate in regular day subjects or courses. For further information call 967-1212 or direct inquiries to the day-school admissions office.

PREREQUISITES

Candidates should be advised that many of the following courses require considerable related experience. The prerequisites for any given course are the minimum requirements.

MINIMUM ENROLMENTS

The college reserves the right to cancel any class for which attendance has dropped below the required minimum and to suspend or combine during the session any classes in which attendance falls below the minimum. Although it is proposed to adhere to the program as outlined in the calendar, courses and hours of instruction are subject to revision without prior notice.

TEXTBOOKS AND SUPPLIES

Textbooks and supplies for all Part-time Courses may be purchased at the individual campus bookstores.

CERTIFICATION

Applicants should inquire at the time of registration concerning certification and accreditation. Courses with X appended to the course number indicate non-certificate or special interest courses.

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ANAT 100 MEDICAL TERMINOLOGY PART I

FEE: $ 20.00 30 hours Campus T, Tuesday 7-9 p.m.

The purpose is to teach the pronunciation, spelling, and meaning of anatomical terms to those interested in the field of medical dictatyping or medical stenography.

Prerequisite: None

Course Content: Emphasis will be placed on terminology related to normal structure and function of the various body systems. There will be some laboratory work.

ANAT 101 MEDICAL TERMINOLOGY PART II

FEE: $ 20.00 30 hours Campus T, Wednesday 7-9 p.m.

The purpose is to teach the pronunciation, spelling, and meaning of medical terms to those interested in the field of medical dictatyping or stenography.

Prerequisite: ANAT 100

Course Content: Emphasis will be placed on terminology related to the abnormal (diseases, disorders). Reference will be made to nomenclature and therapeutic action of common drugs.

ENG 100 ENGLISH I - A.T.E.C. Program (Approved)

FEE: $ 30.00 60 hours Campus CL, Wednesday 7-10 p.m.

The objective of this course is to develop the student's skill in the use of simple, clear, correct English. Emphasis is on effective oral and written communication, with special focus on reading/learning techniques, technical writing, and the oral communication of ideas, information and instructions.

Prerequisite: Grade 12 English, English 130 or equivalent.

ENG 130 ENGLISH (Technical)

FEE: $ 30.00 60 hours Campus CL, Tuesday 7-10 p.m.

This course is related to trades and technologies at the level needed by students proceeding to journeyman status.
The following reading skills will be developed: reading for comprehension, reading for details, reading for main ideas, summarizing information, making notes, and reading as studying.
Remedial and developmental work in oral and written expression will place special emphasis upon trade topics and technical communication.

ENG 131 ADVANCED LEVEL FOR NON-ENGLISH-SPEAKING PERSONS

FEE: $ 30.00 60 hours Campus T, Tuesday) 7-10 p.m.
or Campus C, Thursday)

This course is designed for persons whose native language is not English, but who possess an ability in English equivalent to that normally reached upon completion of the basic course in English-as-a-second-language. Each student will be tested to determine areas of need and an individual program in language skills will be prepared. Emphasis will be placed upon vocabulary building, correct usage of expressions, idioms, sentence building, reading skill, composition, pronunciation, inflection, accent and conversation.

THE GEORGE BROWN COLLEGE OF APPLIED ARTS & TECHNOLOGY

ENG 146A ENGLISH - College Preparatory

FEE: $30.00 60 hours Campus C, Tuesday 7-10 p.m.

This course is designed for persons who wish to upgrade their language and communication skills for entry into courses at Colleges of Applied Arts and Technology. The course will include development of reading skills, oral communication skills, grammar, punctuation, spelling and vocabulary, paragraph writing, emphasizing unity, coherence and topic sentence. Short selections from Canadian literature.

Prerequisite: Grade 8 or equivalent.

ENG 146B ENGLISH - College Preparatory

FEE: $ 30.00 60 hours Campus C, Thursday 7-10 p.m.

This course is designed for persons who wish to upgrade their language and communication skills for entry into courses at Colleges of Applied Arts and Technology. The course will include development of reading skills, oral communication skills, vocabulary and spelling,review of grammar and punctuation, sentence variety, paragraph writing: descriptive. expository and narrative; business letters, report writing, precis writing. Short selections from Canadian literature.

Prerequisite: English 146A or Grade 9.

ENG 147 ENGLISH - College Preparatory

FEE: $ 30.00 60 hours Campus T, Tuesday and Thursday 7-10 p.m.

This course is designed for persons who wish to upgrade their language and communication skills for entry into courses at Colleges of Applied Arts and Technology, for persons who wish to attend courses elsewhere, or for persons who wish to enter employment for which grade 12 standing is required.
Persons successfully completing English 147 may apply to the Ministry of Education for credit towards a grade 12 certificate.

Prerequisite: Grade 10 or equivalent; English 146B

ENG 149 BUSINESS ENGLISH (Refresher)

FEE: $ 30.00 60 hours Campus T, Thursday 7-10 p.m.

This course is designed for students who would like a refresher in business communications as well as for students who have no formal training in the writing of business communications. This course will include the following: a brief review of grammar; a detailed study of punctuation and business vocabulary; letters of application, acknowledgement, remittance, inquiry, request, cancellation, confirmation, and refusal; claim, adjustment, sales, social, and form letters; report writing; oral communication including interviews, telephone technique, prepared talks, discussions, and debates; developmental reading.

Prerequisite: Grade 10 or equivalent.

THE GEORGE BROWN COLLEGE OF APPLIED ARTS & TECHNOLOGY

MATH 10/20 TRADE MATHEMATICS I

FEE: $30.00 60 hours Campus CL, Tuesday 7-10 p.m.

This course is designed for tradesmen, apprentices and persons desiring a foundation in trade mathematics. Basic and intermediate levels for most trades are covered in the course.
Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

MATH 20/30 TRADE MATHEMATICS II

FEE: $30.00 60 hours Campus CL, Tuesday 7-10 p.m.

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics. The intermediate and advanced level for most trades is covered in this course.
Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating;ratio, proportion and variation; the slide rule.

MATH 100 MATHEMATICS I - A.T.F.C. Program (Approved)

FEE: $30.00 60 hours Campus CL, Thursday 7-10 p.m.

Course Content: Computations with measured quantities; exact and approximate numbers, scientific notation,analysis of error, slide rule and tables. Algebra: Linear functions,systems of linear functions, determinants, quadratic functions. Logarithms: Logarithmic and exponential functions, applications. Trigonometry: Trigonometric functions, application to mechanical and electrical problems. Analytical trigonometry: Complex numbers, vector algebra.
Prerequisite: Grade 12 mathematics; Math 132 or equivalent.

MATH 130 TECHNICAL MATHEMATICS

FEE: $30.00 60 hours Campus CL, Tuesday 7-10 p.m.

This is a course in technical mathematics designed to prepare the student for future studies at the post-secondary level in technical mathematics. The course is also suitable for electrical apprentices who require credit at the intermediate and advanced levels.
Course Content: Algebraic operations, factoring, linear and quadratic equations; trigonometry, solution of right angle and oblique triangles, logarithms and vectors.

MATH 146A MATHEMATICS - College Preparatory

FEE: $30.00 60 hours Campus CL Tuesday 7-10 p.m.

This course is designed for persons who wish to upgrade their mathematics for entry into courses at Colleges of Applied Arts and Technology, for persons who wish to enter courses elsewhere, or for persons who wish to enter employment for which grade 9 standing is required.
Course Content: Fractions, decimals, percentage, powers, square root, the metric system, simple areas, perimeters, volumes, and basic algebraic operations.
Prerequisite: Grade 8 or equivalent.

MATH 146B MATHEMATICS - College Preparatory

FEE: $ 30.00 60 hours Campus C, Thursday 7-10 p.m.

This course is designed for persons who wish to upgrade their mathematics for entry into courses at Colleges of Applied Arts and Technology, for persons who wish to enter courses elsewhere, or for persons who wish to enter employment for which grade 10 standing is required.

Course Content: Triangle and circle, theorem of Pythagoras, volumes, weight and capacity, metric conversions, multiplication and division of monomials and binomials, linear equations and graphical solutions, trigonometric ratios, and mensuration.

Prerequisite: Math 146A or grade 9.

MATH 147A MATHEMATICS - College Preparatory

FEE: $ 30.00 60 hours Campus T, Monday 7-10 p.m.

The first two sessions consist of a review of grade 9 and grade 10 algebra; thereafter, the topics of algebra, geometry, trigonometry, and the slide rule are covered to complete the regular grade 11 Ontario course. Successful completion not only makes the student eligible for the Math 147B course, but is recognized by the Ontario Ministry of Education for grade 11 credit.

Prerequisite: Math 146B or grade 10.

MATH 147B MATHEMATICS - College Preparatory

FEE: $ 30.00 60 hours Campus T, Thursday 7-10 p.m.

The first session reviews the grade 11 algebra; the remainder completes the algebra, geometry, and trigonometry for grade 12 credit required by the Ontario Ministry of Education. This credit is accepted for entrance to all post-secondary courses in the George Brown College.

Prerequisite: Math 147A or grade 11.

MECH 100 MECHANICS I - A.T.E.C. Program (Approved)

FEE: $ 30.00 60 hours Campus CL, Monday 7-10 p.m.

Statics: basic principles of statics; coplanar, parallel and concurrent force systems; friction; centroids and centres of gravity; second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Prerequisite: Math 100 or equivalent (prior to or concurrent with Mechanics I).

MU 900 MUSIC ENJOYMENT

FEE: $ 20.00 20 hours Campus T, Wednesday 7-9 p.m.

This course is designed to bring relaxation and enjoyment to amateur music lovers.

Prerequisite: None.

Course Content: Basics of reading music for voice and keyboard. Individual problems concerning voice and nerve control dealt with personally. Field trips include concerts, rehearsals, etc. Records and history of music discussed; learning to listen and relax aids emotional and social development. Writing lyrics and music encouraged.

MU 901 MUSIC & SPEECH

FEE: $ 20.00 20 hours Campus T & CL, Timetabled daytime throughout the year

This is a post secondary (or equivalent) credit course.

Course Content: Correction of voice problems, e.g., tone, diction, style, nerve control by a specialist in this field. Motivation for written and spoken English is music history and appreciation; communication by reading, impromptu and prepared speech and discussion in class.

MU 902 MUSICAL GRAMMAR - Part I

FEE: $ 45.00 30 hours Campus T, Thursday 2-5 p.m.

This course is designed for the student who can read music, to learn the fundamental theory of music for grade I and grade II theory requirements at the Royal Conservatory of Music (Toronto).

Course Content: Notation; scales; intervals; chords; cadences; time; transposition; ear development.

MU 903 (a))
MU 904 (b)) MUSICAL GRAMMAR - Part II
MU 905 (c))

FEE: $ 45.00 30 hours Campus T, Monday 2-5 p.m. OR Wednesday 9 a.m. - 12

These courses provide a thorough understanding of the theory of harmony and modern arranging and composition.

Course Content: II (a) scales; chords; intervals; II (b) cadences; progressions in major; II (c) progression in minor; second and third inversions.

Prerequisite: Musical Grammar Part I or Royal Conservatory of Music grade II theory, and some playing and listening experience.

MU 906 (a))
MU 907 (b)) MUSICAL GRAMMAR - Part III
MU 908 (c))
MU 909 (d))

FEE: $ 45.00 30 hours Campus T, Tuesday 2-5 p.m. OR Thursday, 7-10 p.m.

These courses are a continuation of Musical Grammar Part II and will provide the student with a comprehensive understanding of the extended tonality techniques of modern harmony, composition and arranging.

Prerequisite: Musical Grammar Part II, or equivalent.

Course Content: Mixed-mode techniques; augmented sixth chords; melodic inharmonics; tonicization; sequences; chromatic harmony; parallel harmony; opposed scales; equal division modulation.

MU 910)
MU 911) POPULAR KEYBOARD (GROUP INSTRUCTION)
MU 912)

FEE: $ 60.00 20 hours Campus T, Tuesday 7-10 p.m. OR
Friday, 9-12 noon

These courses are intended for those who wish to be able to play popular music on the piano or organ. Part I is designed for the beginning student and completion of the three parts serves as a foundation for further study. Instruction is normally two hours per week.

Course Content: Keys; reading music; chords; note values; inversions; key signatures; transposition; arpeggios; keyboard arranging.

MU 913 SONG WRITING

FEE: $ 60.00 20 hours Campus T, Monday 7-10 p.m.

This course is designed for those who wish to write popular songs.

Course Content: Writing music; principles of melody; chords; rhythms; form; melody from chords; poetic materials; rhyming patterns; publishing and copyrighting; composer associations.

MU 916 MUSIC APPRECIATION

FEE: $ 20.00 20 hours Campus CL, Thursday 7-9 p.m.

Listening, understanding, evaluating vocal and instrumental Music; historical development of Music.
Contact Mrs. Margaret Booth at 967-1212, Ext. 425

SC 146A SCIENCE - College Preparatory

FEE: $ 30.00 60 hours Campus C, Tuesday 7-10 p.m.

This course is designed for persons who wish an introduction to science and who wish to enter employment for which standing in grade 9 science is required. The course will introduce and develop concepts from measurement, chemistry, biology, sound and light.

SC 146B SCIENCE - College Preparatory

FEE: $ 30.00 60 hours Campus C, Thursday 7-10 p.m.

This course is designed for persons who wish to upgrade their science and who wish to enter employment for which standing in grade 10 science is required. The course will introduce and develop concepts from mechanics, magnetism, electricity and heat.

Prerequisite: Science 146A or grade 9.

SC 147B BIOLOGY - College Preparatory

FEE: $ 20.00 30 hours Campus T, Monday 7-9 p.m.

The purpose is to teach human anatomy and physiology to those interested in the field and/or requiring a course credit in biology at the grade 11 or grade 12 level.

Course Content: Structure and function of the various body systems with some laboratory work.

Prerequisite: Grade 10 or equivalent.

SC 147C CHEMISTRY - College Preparatory

FEE: $ 20.00 30 hours Campus T, Thursday 7-9 p.m.

The purpose is to teach introductory college chemistry to those interested in the field and/or requiring a course credit in chemistry at the grade 11 or grade 12 level.

Course Content: Introductory college chemistry with some laboratory work.

Prerequisite: Grade 10 or equivalent.

THEA 900 ACTING FOR BEGINNERS

FEE: $ 30.00 60 hours Campus T, Monday & Wednesday 7-9 p.m.
Contact W. Ferguson, telephone 967-1212, Ext. 586

THEA 901 DEVELOPMENT OF CHARACTERIZATION

FEE: $ 30.00 60 hours Campus T, Tuesday 7-9 p.m. OR
Saturday 9 - 12 noon
Contact W. Ferguson, telephone 967-1212, Ext. 586

THEA 903 INTERMEDIATE MODERN DANCE (Begins January 7)

FEE: $ 30.00 60 hours Campus T, Tuesday & Thursday, 5.30-7.30
Contact Gail Chaudron, telephone 884-4877

THEA 904 BEGINNING MODERN DANCE (Begins January 7)

FEE: $ 30.00 60 hours Campus T, Tuesday & Thursday, 7.30-9.30 p.m.
Contact Gail Chaudron, telephone 884-4877

THEA 905 MODERN DANCE (Begins January 7)

FEE: $ 60.00 120 hours Campus T,

This course is offered in collaboration with the Toronto Branch of the Canadian Dance/Drama Association. Instruction is normally at the rate of about 15 hours per week in accordance with arrangements made by the Association.
Contact Gary Colwell, telephone 863-1836

THEA 906)
THEA 907) DANCING FUNDAMENTALS
THEA 908)

FEE: $ 20.00 20 hours Monday 8-9.30 p.m. Forest Hill United Church

Contact Linda Williamson, telephone 967-1212, Ext. 658 or 637

THEA 909 PRACTICAL PLAYWRITING

FEE: $ 20.00 30 hours Campus C, Monday 7-10 p.m.

This course is offered in collaboration with The Factory Theatre Lab, a workshop course for beginning and non-professional writers of plays and drama. Participation with actors and professional directors.
Contact Bob White, Factory Theatre Lab. 921-5989 or 961-4331

ARCHITECTURAL TECHNOLOGY COURSES

AIR 905 AIR CONDITIONING RESIDENTIAL AND SMALL COMMERCIAL

FEE: $ 30.00 60 hours Campus CL, Wednesday 7-10 p.m.

This course is designed to cover sales, design, selection, installation and service of mechanical air cooled air conditioning equipment to 5 tons capacity for new and existing building installations.

Prerequisite: Applicants should be employed in the heating or air conditioning industry as journeymen or equivalent.

Course Content: Refrigeration definitions, cycle compressors, condensers, evaporators, tubing and connections, safety, instruments, electric motors, electrical applied to refrigeration motors, electrical circuits, certified equipment, predicting and controlling sound levels, winter operation, selection of equipment, estimating, installation start-up, air problems and measurement, and service analysis.

AP 900 GAS APPLIANCES (Begins April 2)

FEE: $ 30.00 60 hours Campus CL, Tuesday and Thursday 7-10 p.m.

Prerequisite: Grade 10 or equivalent

Course Content: Gas ranges, classification and types, gas range adjustment and servicing, tip burner adjustments, simmer adjustments, low temperature oven burner adjustments; oven heat control, broiler adjustments, burner valves, range pilots, by-pass flame adjustments, automatic gas range ovens, gas dryers, classification and types, gas dryer operation, dryer controls, thermostat, timer, door switch, solenoid valve, warp safety switch, dryer installation, gas connection, exhaust system, electrical systems, schematic wiring diagrams, circuit testing and fault finding, miscellaneous applicances, gas refrigerators, gas-fired incinerators, gas lamps, LP conversion.

AP 903 APPLIANCE SERVICING - Part I

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7-10 p.m.

Prerequisite: Grade 10 or satisfactory equivalent.

Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding,motors, power and heating effects, electrical measuring instruments, various switching devices, theory and repair of small appliances, ranges.

AP 904 APPLIANCE SERVICING - Part II (Domestic Refrigeration)

FEE: $ 30.00 60 hours Campus CL, Monday & Wednesday 7-10 p.m.

Prerequisite: Grade 10 or equivalent.

Course Content: Fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservation, evaluating and charging, conditioners, circuit tracing, fault finding, service analysis.

DR 10/20/131 BLUEPRINT READING FOR THE CONSTRUCTION TRADES

FEE: $ 30.00 60 hours Campus CL, Monday & Wednesday 7-10 p.m.

This course is intended for those working in all branches of the building trades and serves as a foundation for further study. It is also of much practical value to people engaged in many fields of business and industry who work in conjunction with the building trades. The content of the course includes the basic principles of drawings and a detailed study of blueprints.

Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard constructions, plan study, construction details, plan reading and interpretation.

DR 900 ARCHITECTURAL DRAFTING - Part I

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7-10 p.m.

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, lathing and plastering details, stair details, fireplace and chimney details, simple structural steel and reinforced concrete details, freehand sketches.

Textbooks: Architectural Drawing and Light Construction by Muller, published by McGraw Hill Publishing Co; Architectural Drawing Standards, No. 33G97, by National Research Council, published by Queen's Printer, Ottawa.

DR 904 COMPUTER PROGRAMMING FOR ENGINEERING TECHNICIANS

FEE: $ 30.00 60 hours Campus CL, Monday 7-10 p.m.

An introductory computer course of interest to survey and engineering technicians.

Course Content: Students learn simple programming on the college time-sharing system with applications made to their own field of interest.

HT 130 OIL BURNER III

FEE: $ 20.00 30 hours Campus CL, Tuesday & Thursday 7-10 p.m.

This course consists of approximately 40% theory and 60% shop, and is designed to prepare students to write examinations for Oil Burner Servicing Licence Class III.

Prerequisite: Grade X or working with associated trades.

Course Content: Types of domestic burners, parts of burners, filters, purposes of controls, settings for basic controls, fuel line problems, safety precautions, public relations, procedure for annual conditioning.

HT 131 OIL BURNER II

FEE: $ 30.00 60 hours Campus CL, Monday & Wednesday 7-10 p.m.

This course consists of approximately 50% theory and 50% shop. It is designed to prepare students to write the examination for Oil Burner Servicing Licence Class II.

Prerequisite: HT 130 or satisfactory experience.

Course Content: Theory of combustion, types of burners, fuel units, transformers, combustion changers, nozzles, tank installations, controls, heating systems, wiring diagrams, service procedures, regulations, public relations.

HT 140 GAS FITTER II

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7-10 p.m.

This course is designed for persons presently engaged in the heating or appliance field, who wish to obtain the necessary knowledge to write the Energy Branch, Gas Fitter II examination for the Gas Fitter II Licence.

Course Content: Properties of natural gas, fundamentals of combustion, gas piping, venting, appliance requirements, fundamentals of gas controls, conversion burners, commercial and industrial utilization, service problems, shop work.

HT 902 GAS FITTER I

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7-10 p.m.

Prerequisite: Applicants should have a Gas Fitter II Licence and be employed in the industry. They will write an examination for the Gas Fitter I Licence.

Course Content: Fundamentals of combustion control, flame detection devices, firing systems, firing sequences and programs, logic diagrams, combustion controls, non-programming and programming, gas fired conversion burners and boilers, boiler classification and terminology, input calculations, burner installations, fuel gas analysis and boiler efficiency, types of conversion burners and package boilers, required CGA valve train assemblies, schematic wiring diagrams, commercial hot water heaters, hot water heaters selection (calculations), mixing valves and accessories, gas controls, commercial hot water systems, miscellaneous equipment, multiple hot water heating units, infra-red burners, make-up air heaters and gas-fired air conditioning.

PLUM 902 PLUMBING QUALIFICATION

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7-10 p.m.

This is designed as a refresher course in general plumbing theory and code (Provincial) for those required to write the Ontario Certificate of Qualification examination.

PLUM 904 PLUMBING DESIGN AND INSTALLATION

FEE: $ 30.00 60 hours Campus CL, Tuesday & Thursday 7-10 p.m.

This course is designed for those wishing to prepare themselves for the responsibility of a master plumber.

Prerequisite: Journeyman's licence or Ontario Certificate of Qualification.

Course Content: Review of legislation relevant to the construction industry. Examination discussion and interpretation of the Ontario Plumbing Code. Mathematics and physics are necessary to understand design problems. Discounts, overhead and profit applications.

REF 900 REFRIGERATION - Part I (Basic)

FEE: $ 30.00 60 hours Campus CL, Tuesday & Wednesday 7-10 p.m.

Prerequisite: Applicants should be employed in the refrigeration industry or some allied trade.

Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evaluation), trouble shooting problems, shop demonstrations of silver brazing.

REF 901 REFRIGERATION - PART II (Intermediate)

FEE: $30.00 60 hours Campus CL Monday & Thursday 7-10 p.m.

Prerequisite: Successful completion of REF 900 or equivalent experience.

Course Content: Review of fundamentals, defrosting methods, compressor drives, instruments and meters, piping and refrigerant lines, pressure drops, heat calculations, refrigerated enclosures, survey of refrigeration applications, humidity in refrigeration, cooling load calculations, secondary refrigerants, liquid cooling, absorption systems, codes and by-laws, safety precautions.

STEA 902 STEAMFITTING QUALIFICATION

FEE: $30.00 60 hours Campus CL Monday - Wednesday 7-10 p.m.

Offered as a refresher course in general steamfitting theory for those required to write the Certificate of Qualification exmaination.

STR 218 REINFORCED CONCRETE DESIGN

FEE: $30.00 60 hours Campus CL Tuesday 7-10 p.m.

Course Content: The theory of mechanics of reinforced concrete design such as modules of elasticity, moments of reaction, shear and bending. Design of reinforced concrete components including footings, beams, solid, ribbed and stair slabs, web reinforcement, bar schedules and bar placement.
Using working stress and ultimate strength design methods.
Reference Texts: National Building Code, Simplified Design of Reinforced Concrete - Parker, Gay, MacGuire, John Wiley & Sons.

BUSINESS & COMMERCE COURSES (All B & C courses begin the week of January 7)

ACC 100 ACCOUNTING 1

FEE: $30.00 60 hours Campus T Tuesday 7-10 p.m.

Fundamental principles of accounting; the entire bookkeeping cycle, including journals, posting, preparation of trial balance, adjusting and closing entries and preparation of a post-closing trial balance; controlling accounts and specialized journals; a detailed study of accounts receivable, inventory valuation, fixed assets and depreciation, natural resources and depletion: the voucher system; notes and interest; payroll accounting.

BC 907 ART AND ANTIQUES AS INVESTMENTS

FEE: $45.00 48 hours Campus T Tuesday 7-10 p.m.

The course is designed for beginning and advanced collectors of art and antiques. It will also be of value to those operating antique businesses and to those who are involved in estate evaluations.
Course Content: Investment principles, sources of supply, the changing market place, expert opinions for identification of silver, oriental rugs, glass, furniture and 20th century art. Lecturers will vary according to the special fields and, where possible, either samples will be brought to the class or the class will go to local dealers and/or galleries.

BM 905 DICTAPHONE

FEE: $30.00 60 hours Campus T Monday and Wednesday or Tuesday and Thursday 6-9 p.m.

The purpose is to prepare the student to become an accredited dictaphone secretary, with an initial capacity of 60 fifteen-line letters a day.

Prerequisite: A thorough knowledge of business English, spelling and setup of letters (minimum of grade 11) plus a typing speed of 45 w.p.m.
Course Content: Typing from dictabelt records put out by the Dictaphone Corporation.

BMDP 900 PSYCHOLOGY OF PROFESSIONAL SELLING

FEE: $50.00 25 hours, Campus T Thursday, 5:30 to 8 p.m.

This course stresses the psychological approach to selling.
Course Content: Deals with the needs, characteristics, and behaviour of prospects and customers and illustrates how this knowledge can be used for more effective selling.
Prerequisite: Grade 12 or equivalent standing.

BMDP 901 MARKETING FOR THE TOURIST INDUSTRY

FEE: $50.00 25 hours Campus T Monday 5:30 to 8 p.m.

The course materials covers the many subjects that must be covered by a successful tourist marketing program.
Prerequisite: Grade 12 or equivalent standing.
Course Content: Economic aspects of tourism; promoting convention business; developing a community promotion program; handling of tourists and visitors in retail stores, restaurants, motels, service stations, etc.

BMDP 902 MARKETING FOR MANUFACTURERS

FEE: $50.00 25 hours Campus T Tuesday 5:30-8 p.m.

This course stresses the influence of the consumer and the interdepcndence of the various marketing elements.
Prerequisite: Grade 12 or equivalent standing.
Course Content: Product development; pricing; selection of marketing channels; training and compensation of salesmen; determining advertising policy.

BMDP 903 MARKETING FOR THE MIDDLEMAN

FEE: $50.00 25 hours Campus T Wednesday 5:30-8 p.m.

This course discusses through 24 case studies the principal marketing problems that face distributors today.
Prerequisite: Grade 12 or equivalent standing.
Course Content: Market analysis; product selection; customer service; pricing; sales cost analysis; distribution systems: etc.

BMDP 904 ADVERTISING

FEE: $50.00 25 hours Campus T Thursday 5:30-8 p.m.

Through a series of case studies participants will examine the use of advertising to stimulate sales, compare the advantages of different media and consider the factors involved in the preparation of good advertising.
Prerequisite: Grade 12 or equivalent standing.
Course Content: Advertising, when to use it; developing a program; advertising agencies; the media of advertising; direct mail, newspapers, etc.

BMDP 912 PERSONNEL MANAGEMENT

FEE: $50.00 25 hours Campus T Thursday 5:30-8 p.m.

This course is directed towards employee relations techniques.
Prerequisite: Grade 12 or equivalent standing.
Course Content: Selection and training; pay setting methods; performance appraisal; morale; delegation of authority; dealing with unions.

BMDP 916 PURCHASING

FEE: $50.00 25 hours Campus T Tuesday 5:30-8 p.m.

This course is designed to emphasize certain fundamentals of purchasing that may be applied to any manufacturing business with the object of avoiding costly errors and building a more profitable operation.
Prerequisite: Grade 12 or equivalent standing.
Course Content: Determination of needs by function; delivery; quality and price; supplier selection and evaluation; value analysis; refinements in purchasing.

BMDP 919 BUSINESS LAW

FEE: $50.00 25 hours Campus T Monday 5:30-8p.m.

This course will give the businessman or woman a basic understanding of some of the points of law that arise frequently in business.
Prerequisite: Grade 12 or equivalent standing.
Course Content: Contracts, conditional and absolute sales contracts; employee relations, negotiable instruments, partnerships; corporations; leases; bankruptcy; mechanics liens; patents; trade marks.

BMDP 920 PLANNING FOR PROFITS

FEE: $50.00 25 hours Campus T Wednesday 5:30-8 p.m.

The course deals with basic principles of financial management. It emphasizes the information that may be drawn from financial statements, special reports and analyses, and examines how this information can be utilized by an astute businessman.
Prerequisite: Grade 12 or equivalent standing.
Course Content: Management information in the profit and loss statement; in the balance sheet; working capital and cash: Where did it go? the profit plan; decision-making; break-even point analysis.

BMDP 921 STARTING AND OPERATING A BUSINESS

FEE: $50.00 25 hours Campus T Thursday 5:30-8 p.m.

The course deals with the principal aspects to be considered in starting and operating a business.
Prerequisite: Grade 12 or equivalent standing.
Course Content: Personal inventory; analysis of the community; location study; buy or start a business? adequate capital; marketing; personnel management.

BMDP 922 EFFECTIVE USE OF. E.D.P.

FEE: 50.00 25 hours Campus T Monday 5:30-8 p.m.

This course gives participants an appreciation of the use of E.D.P. service in small and medium sized business and provides a background for intelligent evaluation and selection of, and negotiation with, a data processing service bureau.
Prerequisite: Grade 12 or equivalent standing.
Course Content: Appreciation of and determining need for E.D.P.; evaluation service bureaus; use of E.D.P. in sales analysis; accounts receivable, accounts payable; inventory payroll.

BMDP 926 INTERNATIONAL MARKETING

FEE: $50.00 25 hours Campus T Tuesday 5:30-8 p.m.

The course deals with conceptual international marketing tools, techniques and approaches.
Prerequisite: Grade 12 or equivalent standing.
Course Content: Appraising international marketing opportunities managing the international marketing mix; grouping for export; marketing adaptation in the international environment.

BMDP 927 FINANCIAL MANAGEMENT

FEE $50.00 25 hours Campus T Monday 5:30-8 p.m.

This course takes the form of an intensive workshop in modern financial management tools. The material is presented through case studies that are oriented to give the businessman a full understanding of the techniques presented and the ability to apply the material to his own business.
Prerequisite: Grade 12 or equivalent standing.
Course Content: Management of inventories; of receivables; of trade credit and bank credit: negotiating bank credit; forum and wind-up.

INS 800 PRINCIPLES AND PRACTICE OF INSURANCE

FEE: $30.00 30 hours Campus T Monday 5:30-8 p.m.

Introduction to insurance. History of insurance, risk theory, insurance principles, insurance acts, government regulation, structure of insurance industry, and basic underwriting and claims practices.

INS 801 PROPERTY AND PERSONAL LINES COVERAGES

FEE: $30.00 30 hours Campus T Tuesday 5:30-8 p.m.

Introduction to property insurance: basic contacts, insurance acts, licensing, underwriting and claims settlement. Personal lines coverages; fire and supplemental contract, house holders, homeowners, personal articles and miscellaneous personal lines coverages.

INS 803 INSURANCE AGAINST LIABILITY

FEE: $30.00 30 hours Campus T Wednesday 5:30-8 p.m.

From the law of negligence to the various types of general liability insurance. Personal liability; premises, property and operations, products liability; professional liability.

INS 807 AUTOMOBILE INSURANCE

FEE: $30.00 30 hours Campus T Thursday 5:30-8 p.m.

Insurance of personal and commercial motor vehicles.
Policy forms, legislation, rating and underwriting.

MICRO 900 MICROFILM FOR YOUR BUSINESS

FEE: $45.00 30 hours Campus T Tuesday 6-9 p.m.

An intensive course in the latest and most advanced microfilming techniques;demonstration of representative microfilm applications; advantages and disadvantages of various microforms; and objective analysis of equipment in terms of specific applications.

OP140a OFFICE PRACTICE A

FEE: $30.00 60 hours Campus T Monday & Wednesday 6-9 p.m.

To familiarize the student with the requirements,the characteristics, and the organization of business offices and the duties most frequently performed. Lecture time is kept to a minimum and practical assignments are emphasized.
Prerequisite: 35 w.p.m. in typing.
Course Content: Business organization: classification of business and types of ownership; purchasing, sales and accounting routines; the stenographic, administrative and receptionist duties of a secretary; sources of information; reports; manuscript typing and proofreading; familiarization with the services - postal, telephone, telegraph, cable and wireless, and banking - used by employers; more advanced typing theory with emphasis on typing from corrected copy/manuscript work; typing of balance sheets and financial statements with insertions made in red; and memoranda.

OP 205 MEDICAL OFFICE PRACTICE

FEE: $55.00 120 hours Campus T Tuesday & Thursday 6-9 p.m.

To further develop typing skills with emphasis on handling the daily routine of a doctor's office - including appointments, correspondence, patient files and medical forms, OHIP and Workmen's Compensation forms, and the assignments involved when part of a hospital dicta-typing pool.
Prerequsites: Grade 12 English; typing speed of 45 w.p.m.
80 w.p.m. in any shorthand system;
ANAT 100 (Medical Terminology)
ANAT 100 may, however, be waived under certain circumstances.

PHD 102 PHYSICAL DISTRIBUTION SYSTEMS

FEE: $30.00 60 hours Campus T Monday 7-10 p.m.

A survey course dealing with the actual movement of products from the producer to the customer. Areas involved include communication, order processing, inventory control, material handling, warehouses and warehousing, location analysis, protective packaging and traffic management.

PHD 103 WAREHOUSING

FEE: $30.00 60 hours Campus T Tuesday 7-10 p.m.

Modern warehousing, functions, types: public, private; equipment, costs, mechanization and automation, principles of merchandise location.

PDI 201 INVENTORY CONTROL I

FEE: $30.00 60 hours Campus T Wednesday 7-10 p.m.

Inventory goals, classifications, physical stock control, control techniques, when and how much to order.

TYP 152b TYPEWRITING B (Advanced Typewriting)

FEE: $45.00 90 hours Campus T
Monday and Wednesday or Tuesday and Thursday 6-9 p.m.

The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 40 w.p.m. on ten-minute tests.
Prerequisite: 25 w.p.m. or TYP 152a.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statements; centering of menus, programs, announcements; business letters - different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating - the typing of dittos, stencils, and offset masters: skill development to bring the typist up to 40 w.p.m. or better on ten-minute tests.

TYP 901 TYPING & OFFICE PRACTICE

FEE: $40.00 60 hours Campus T
Monday & Wednesday or Tuesday & Thursday 6-9 p.m.

This course is open to those students who have successfully completed channel six in room B of the lumisonic course or to those who have a net speed of at least 25 w.p.m.
Prerequisite: 25 w.p.m. in typewriting.

DENTAL ASSISTING

DENT 907 X-RAY TECHNIQUES FOR DENTAL ASSISTANTS

FEE: $45.00 20 hours Campus CL Tuesday & Thursday 8-10 p.m.

Course Content: Hazards and precautions, film placement and practical application.

ELECTRICAL/ELECTRONICS COURSES

DR 12 ELECTRICAL PLANS & CIRCUITS

FEE: $30.00 60 hours Campus CL Monday & Wednesday 7-10 p.m.

This is an electrical blueprint reading course which includes architectural, mechanical and electrical drawing. The objective lies primarily in the area of electrical circuits for domestic, commercial and industrial wiring.

EL 10 ELECTRICAL CONSTRUCTION PART I

FEE: $30.00 60 hours Campus CL Monday & Wednesday 7-10 p.m.

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law, series circuits, combination circuits, two-wire distribution, line loss, power efficiency, wire calculations, batteries, magnetism, electro-magnetism, induction, three-wire distribution, Hydro Electric Power Commission Regulations, shop projects.

EL 20 ELECTRICAL CONSTRUCTION PART II

FEE: $30.00 60 hours Campus CL Tuesday & Thursday 7-10 p.m.

Prerequisite: EL 10 or the equivalent.
Course Content: Electro-magnetism, induction, DC generators, generator set-up and operation, DC motor, motor operation and controls, Hydro Electric Power Commission Regulations, shop projects.

EL 30 ELECTRIC CONSTRUCTION PART III

FEE: $30.00 60 hours Campus CL Tuesday & Thursday 7-10 p.m.

Prerequisite: EL 20 or the equivalent.
Course Content: A.C. fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto transformers, Hydro-Electric Power Commission Regulations, shop projects.

EL 900 ELECTRICAL APPRENTICE REVIEW

FEE: $30.00 60 hours Campus CL Monday & Wednesday 7-10 p.m.

This is a special course for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year. The course will endeavour to cover theory, code and equipment over the entire area of apprentice training.

EL 901 ESTIMATING FOR THE ELECTRICAL TRADE

FEE: $30.00 60 hours Campus CL Monday & Wednesday 7-10 p.m.

Prerequisite: Journeyman electrician, fifth term apprentice or equivalent.
Course Content: Plan analysis, take-off procedure, transferring and pricing, labor units, installation only projects, adjustments for working conditions, cable poles, pull boxes, labor cost variables, non-productive labor, incidental and direct job cost, electric heating loads.

EL 902 HYDRO-ELECTRIC POWER COMMISSION REGULATIONS

FEE: $30.00 60 hours Campus CL Tuesday & Thursday 7-10 p.m.

Prerequisite: Applicants must be at least fifth term apprentices, or journeymen.
Course Content: Authority, interpretations, use of the index, application of regulations.

ELTC 900 ELECTRONIC FUNDAMENTALS - PART I

FEE: $30.00 60 hours Campus T Monday 7-10 p.m.

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's Law; electric power; D.C. circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; A.C. source; vectors; reactance; impedance; resonance; A.C. power; electric meters; transformers, resonant circuits; A.C. circuits.

ELTC 901 ELECTRONIC FUNDAMENTALS - PART II

FEE: $30.00 60 hours Campus T Tuesday 7-10 p.m.

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; vacuum tube characteristics; basic power supplies; electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semiconductors; biode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers, coupling methods; power amplifiers; transistor oscillators; semi-conductors data sheets.

ELTC 906A (TAP 301) COMPUTER SYSTEMS

FEE: $30.00 45 hours Campus T Thursday 7-10 p.m.

Prerequisite: TAP 201 or equivalent.
Course Content: Basic programming concepts; machine language, computer organization, order code, programming: assembler, editor, debugging; computer peripherals, core, drum, disc, magnetic tape, cards, paper tape, printer, data transfer: interfacing; I/O bus., peripheral controls; laboratory work, programs in assembler language, construction of interface units.

ELTC 913 CABLE TELEVISION PRACTICE (Basic)

FEE: $30.00 60 hours Campus T Monday & Wednesday 7-10 p.m.

Prerequisite: Basic cable television practice or recommendation of employer.
Course Content:

1. Introduction to television. Conversion of light to an electronic signal. Use of the sync signal and derivation of composite waveform. Comparison of black and white and colour. Modulation of the RF carrier. Channel allocations. Propagation and antennas. Elements of the receiver and reproduction.
2. Introduction to cable distribution. The basics of antenna site location, system layout, amplifiers, splitters, tap-off devices, subscriber's drops.
3. Co-axial cable characteristics, attenuation, impedance, loop resistance, requirements for impedance matching.
4. Decibels, VSWR, return loss, and reflections.
5. Amplifiers, general description, tube type, transistorized, wideband, single-channel, main line, distribution and extender. Power feed arrangements for transistorized amplifiers.

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ELTC 913 CABLE TELEVISION PRACTICE (Basic) - cont'd

6. Line construction techniques: clearances, safety procedures, cable handling, connector splices, etc.
7. Tap-offs, subscriber's drop and apartment house wiring.
8. Installation of amplifier housings, amplifiers and passive devices.
9. Service calls and customer relations.
10. Introduction to fault-finding, using field strength meter and test TV set.
11. Fault diagnosis: adjacent channel and co-channel interference, cross-modulation, ghosts and noise.
12. Transistorized equipment and cable powering - basic do's and don'ts.

ENGINEERING TECHNOLOGY COURSES

CHEM 904 ADVANCED RESIN TECHNOLOGY (Begins January 22)

FEE: $25.00 45 hours Campus CL Tuesday 7-10 p.m.

Lacquer resins, water reducible resins, hydro-carbon resins, siliconcs.

EDDR 104 PROCESS PIPING DRAFTING (Begins January 14)

FEE $30.00 60 hours Campus CL Monday 7-10 p.m.

Introduction to pipe classification, jointing methods, and pipe fittings. Valves: types, function and design. Representation of pipes, fittings and valves by single and double line symbols. Drawing methods: orthographic, developed, oblique, isometric and diagrammatic. Pipe bending and shop fabrication methods. Piping detail drawing using various techniques, and unit arrangements of manifolds, bypasses, drains and instrumentation connections. Selection of materials and equipment from catalogues. Pipe supports and hangers. Expansion joints and simple flexibility problems. Pipe insulation.

PL 125 THERMOSET MATERIALS, PROCESSES & DESIGN (Begins Jan. 8 & Mar. 19)

FEE: $45.00 90 hours Campus CL Tuesday 7-10 p.m.
(Three ten-week periods: October 9 to December 11;
January 8 to March 12;
March 19 to May 7)

The student may select any, or all, of the assignments for the three subject areas listed below.

MATERIALS THERMOSET

Course Content: History and introduction to polyester and epoxy resins, reinforcements and fillers, composites, strength of material definitions.

PROCESSES THERMOSET

Course Content: Theory and application of thermosetting plastic processes, pattern and mould making, hand lay-up, spray-up, foaming of plastics and compression moulding.

PL 125 THERMOSET MATERIALS PROCESSES & DESIGN - Cont'd

DESIGN THERMOSET

Course Content: Design characteristics for glass fibre reinforced plastics; throw-away and plaster tooling; reinforced plastic moulds and tooling; wooden, rubber and metal moulds; cost estimating.

Technical References:

Plastics Engineering Handbook by Society of the Plastics Industry. Publisher: Reinhold

Handbook of Reinforced Plastics by Oleesky and Mohr. Publisher: Reinhold
Modern Plastics Encyclopedia. Modern Plastics Magazine. Publisher: McGraw-Hill.

Fibreglas Canada Limited, Booklets Nos. 1, 2 and 3.

Canadian Gypsum Co. Ltd. Bulletin No. IGL102 (re: Plaster Moulds).

PL 900 FORMING & FABRICATING OF THERMOPLASTICS (Begins Jan. 8 & Mar.19)

FEE: $20.00 30 hours Campus CL Tuesday 7-10 p.m.
(Three ten-week programs: October 9 to December 11;
January 8 to March 12;
March 19 to May 7)

While the bulk of the thermoplastic articles that we see today are mass-produced on expensive equipment, there are still many articles made by forming and fabrication from sheet, castings, or shapes. Some of these are car bodies, boats, signs, skylights, architectural models, mechanical models, and works of art.

Equipment required can be quite inexpensive and much of this work can be carried out in the home, using common household tools.

It should be of interest to people who are engaged in this type of production: model makers, architects, engineers, hobbyists and artists.

Course Content: Machining, forming, welding, cementing, engraving, decorating and finishing of thermoplastics materials.

PL 902 EXTRUSION (Begins January 3)

FEE: $20.00 30 hours Campus CL Thursday 7-10 p.m.

This course is a prerequisite for a number of other plastics courses.
Prerequisite: PL 901 or equivalent industrial experience.
Course Content: Operating principles, components and nomenclature, drive systems, screw design, heating and cooling, instrumentation and control, maintenance, multi-screw extruders.

PL 905 INJECTION MOULDING (Begins March 14)

FEE $20.00 30 hours Campus CL Thursday 7-10 p.m.

Prerequisite: PL 902 or equivalent industrial experience.
Course Content: Injection, clamping, hydraulic systems, electrical controls, heating and cooling, maintenance and troubleshooting.

PL 906 BLOW MOULDING (Begins March 14)

FEE: $20.00 30 hours Campus CL Thursday 7-10 p.m.

Prerequisite: PL 902 or equivalent industrial experience.
Course Content: Systems, manifolds, valves, accumulators, dies, moulds, programming, clamping systems, post treatment, maintenance, troubleshooting, testing, quality control.

FASHION TECHNOLOGY COURSES

AT 100A WORK MANAGEMENT IA (Begins January 8)

FEE: $30.00 39 hours Campus K Tuesday 6:30-9:30 p.m.

Study and analysis of methods and motions involved in standard apparel plant work station, e.g., sewing machine, cutting table, etc.
2.0 credit units toward the Apparel Technology Program.

(AT 100B WORK MANAGEMENT IB
(PAT 140 APPAREL DRAFTING AS A MANAGEMENT TOOL (Begins January 9)

FEE: $30.00 39 hours Campus K Wednesday 6:30-8:30
" 8:30-9:30 p.m.

AT 100B studies apparel plant layout and work station efficiency. (Experience in Apparel Plant)
0.5 credit units toward the Apparel Technology Program.

PAT 140 studies how management and the designer work together (knowledge of parts of the pattern or sales or styling needed).
2.0 credit units toward the Apparel Technology Program.

AT 151 APPAREL MACHINE TECHNOLOGY I (Seam Engineering) (Begins Jan. 10)

FEE: $30.00 39 hours Campus K Thursday 6:30-9:30 p.m.

The study of functions of various types of stitches, stitch lengths, tensions, threads, needles & seams (Must be able to operate industrial sewing machines.)
2.5 credit units toward the Apparel Technology Program.

AT 152 APPAREL MACHINE TECHNOLOGY II (Sewing Machine Repairs) (Begins Jan. 7)

FEE: $45.00 78 hours Campus K Monday & Wednesday 6:30-9:30 p.m.

Tune-up, repairs, selection of right machine for specific uses; etc. (For experienced staff)
3.5 credit units toward the Apparel Technology Program.

AT 201 WORK MANAGEMENT IV (Performance Data) (Begins January 7)

FEE: $50.00 39 hours Campus K Monday 6:30-9:30 p.m.

Study of standard performance data & "mate" for use in apparel manufacturing plants. (For operators, supervisors, foremen)
2.5 credit units toward the Apparel Technology Program.

AT 251 APPAREL MACHINE TECHNOLOGY III (Cutting) (Begins January 15)

FEE: $30.00 39 hours Campus K Tuesday 6:30-9:30 p.m.

Knives, layout, markers, for apparel plants (Knowledge of apparel patterns is essential).
2.5 credit units toward the Apparel Technology Program

DRES 141 APPAREL CONSTRUCTION (Elementary) (Begins January 14)

FEE: $30.00 60 hours Campus K Monday 7-10 p.m.

Techniques used in dressmaking, using commercial patterns. Students provide own material.
6.0 credit units toward the Creative Fashions Program

FASH 905 MEN'S CLOTHING II (Begins January 14)

FEE: $20.00 30 hours Campus K Monday 7-10 p.m.

Condensed course for salesmen in measuring special orders, writing up orders, etc.

FUR 143A FUR RECOGNITION (How to buy a fur coat) (Begins January 16)

FEE: $20.00 30 hours Campus K Wednesday 7-10 p.m.

Familiarity with 70 furs in 200 variations, using real pelts; open to all.
1.0 credit units toward the Creative Fashions Program

HAIR 900 LADIES HAIRSTYLING, ADVANCED (Begins January 14)

FEE: $60.00 60 hours Campus K Monday & Wednesday 7:30-10 p.m.

Must have licence.

SEW 141 INDUSTRIAL POWER SEWING I (Single needle machine)

FEE: $55.00 120 hours Campus K Any two days

120 hours to learn the use of a high speed sewing machine for self or employment.
3.0 credit units toward Power Sewing Program

SEW 142 INDUSTRIAL POWER SEWING II - Serger

FEE: $20.00 30 hours Campus K Any one day

30 hours to learn the use of serging machine for self or employment.
1.0 credit units toward Power Sewing Program

SEW 143 INDUSTRIAL POWER SEWING III - Blind Stitch

FEE: $20.00 30 hours Campus K Any one day

30 hours to learn the use of blind-stitch machine for self or employment.
1.0 credit units toward Power Sewing Program

SEW 144 INDUSTRIAL POWER SEWING IV - Button-hole

FEE: $20.00 30 hours Campus K Any one day

30 hours to learn both button-sew and buttonhole machines for employment.
1.0 credit units toward Power Sewing Program

CER 900 CERAMICS (Begins January 7)

FEE: $50.00 60 hours Campus CL Any two consecutive days 7 - 10 p.m.

Pottery and the wheel; shaping; theory and creation of objets d'art; material supplied.

FOOD TECHNOLOGY COURSES

BK 24 ADVANCED BAKING (Begins January 8)

FEE: $55.00 40 hours Campus K Tuesday 6-10 p.m.

The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create the patisserie masterpieces, the flamboyant desserts, ice cream bombs, souffles, petits fours, tortes, gateaux, and sugar creations with the decorative centre pieces, the true art of French pastries and their presentation.

FP 131 ADVANCED QUANTITY FOOD (Begins February 5)

FEE: $85.00 60 hours Campus K Tuesday or Thursday 6-10 p.m.

Prerequisite: Quantity Food Preparation
This course will take the basic principles of cooking and apply them to the classical dishes of the countries in continental Europe, so that the student will be able to produce the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauer braten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes.

BK 19 DECORATING CRAFT (Begins March 12)

FEE: $30.00 60 hours Campus K Tuesday 7-10 p.m.

Prerequisite: This course is designed for those persons who wish to learn the art of cake decoration and design.
Course Content: Icing and coatings, royal icing, fondants, butter creams, couvertures, boiled icings and frostings, basic design, techniques of piping, decorating materials, methods, freehand geometric designs, stencils, runouts, prefabricated decorations, lettering, flowers, border design, etc. Cakes for special occasions - techniques and methods.

BAR 103 MIXOLOGY I (Begins January 7)

FEE: $55.00 30 hours Campus K Monday 7- 10 p.m.

The student will prepare and serve, in the beverage lab, all the cocktails, highballs, liqueurs and beers that would be found on a modern beverage menu.

FP 130 QUANTITY FOOD PREPARATION (Begins February 7)

FEE: $85.00 60 hours Campus K Monday, Wednesday or Thursday 6-10 p.m.

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

F 909X STRICTLY FOR ENTERTAINMENT (Begins January 7)

FEE: $35.00 30 hours Campus K Monday 7-10 p.m.

Prerequisites: This course is designed for those homemakers having a basic knowledge of cooking but wishing to entertain at home with flair and imagination.
Course Content: A series of lectures and demonstrations. Although the meals prepared are not intended to represent economical fare for the family, the basic principles governing the selection, combination and cooking of food can be applied to everyday use. Each session will be devoted to a complete menu and students will be given the opportunity to taste each dish whenever possible. A selection of complementary wines will be discussed and sampled.

BK 10 THEORY OF BAKING (Begins January 9)

FEE: $55.00 40 hours Campus K Wednesday 6-10 p.m.

This course is designed to equip the student with a practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, the use of icings, creams, puddings, custards and other desserts, fruits, tarts, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes.

TF 131 THEORY OF FOOD (Begins March 12)

FEE $35.00 60 hours Campus K Tuesday 7-10 p.m.

The basic elements of food products used in cooking and food processing commencing with stock cookery and their application to soup cookery and sauce cookery. The principles of garnishing food. The origin of rice and paste products. The types of vegetables and the seasonal aspect - areas of growth. The methodology of reconstitution of foods, the moist and dry cooking methods of meat, poultry, fish, game and a variety of meats. The use of eggs in all phases of cooking, salad preparation, sandwich preparation, planning of cold buffets, the convenience foods concept. The definition of herbs, spices and wines and their uses in cooking.

MC 13 TRADE THEORY (Begins March 12)

FEE: $30.00 60 hours Campus K Tuesday 7-10 p.m.

Prerequisites: The course is designed for persons in junior positions in the retail trade and people interested in the skill of meat cutting.
Course Content: Lecture and demonstration: cutting, grading and characteristics of beef, lamb, pork and veal carcasses, preparation of poultry, fish and shellfish for retail sale, displaying and merchandising of all types of meat products, special lectures on sanitation and refrigeration. Students will participate in meat cutting during the course; this will include boning and tying of various meat products.

THE GEORGE BROWN COLLEGE OF APPLIED ARTS & TECHNOLOGY

F 907 WINE APPRECIATION (Begins January 7)

FEE: $45.00 30 hours Campus K Monday 7-10 p.m.

This course will be devoted to the knowledge of wines from the standpoint of types, vintage, prices, handling, storage, and correct usage in relation to the menu, the glassware, and the serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.

F 909X WINE MAKING FOR THE AMATEUR (Begins January 10)

FEE $30.00 30 hours Campus K Thursday 7-10 p.m.

Prerequisites: This course is designed for those persons interested in the art and craft of making wines at home and is open to any person over the age of eighteen.
Course Content: Brief history of wine making, basic wine making equipment, yeast and yeast cultures, stages in wine making, basic methods of testing, analysis and evaluation. Students will be given the opportunity to participate in all stages of the program, including making various types of wines, conducting tests and evaluating the taste of both homemade and commercial wines.

GRAPHIC ARTS COURSES

GD 101 LIFE DRAWING (Begins January 29)

FEE: $30.00 60 hours Campus T Tuesday & Thursday 7-9 p.m.

Prerequisites: Interest in art
Course Content: This course is designed to improve the student's ability to draw the human form, starting with basic outline drawing concentrating on the positive and negative shapes, followed by 20 minute poses. Later in the course he will do full shading drawings with the model holding a sustained pose for the lesson. Student must supply all art materials for class.

GD 103 STILL LIFE DRAWING (Begins January 29)

FEE: $30.00 60 hours Campus T Monday & Wednesday 7-9 p.m.

Prerequisites: Interest in art
Course Content: This course is designed to give the student the fundamentals of still life painting. He will start by doing a charcoal drawing of still life objects, followed by a monochrome rendering of the objects in oil paint. The student will be taught the fundamentals of colour and values of colour, and will be asked to render a still life in full colour. The student will be given various arrangements of still life to paint throughout the course. Students must supply all art materials for class.

GD 203 FUNDAMENTAL ADVERTISING ART (Begins January 29)

FEE: $30.00 60 hours Campus T Tuesday & Thursday 7-9 p.m.

Prerequisite: Interest in art.
Course Content: This course is designed to give the fundamental theories of commercial art, along with some practical work in advertising layout and graphic design, mechanical drawings, paste-up and color separation by amberlith overlays. The student will be given some experience in preparing mechanical camera-ready art work. Student must supply all art materials for class.

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GR 100 INTRODUCTION TO TYPOGRAPHY (Begins February 4)

FEE: $30.00 60 hours Campus T Monday & Wednesday 7-10 p.m.

This course is designed to provide a general appreciation of the subject through a balanced program of illustrated lectures and practical work. It will also provide the layman with a comprehensive background to enable him to make his own critical assessment in the typographic design field. The emphasis throughout the course will be on the contemporary scene. The historical and technical aspect will be covered only in as much detail as an understanding of contemporary work is required.
Course Content: A definition of typography, historical and technical development, the relationship with other arts, basic principles of design, working methods, typography in various media - books, brochures, advertising etc., future development, preparation of mechanicals and illustrations.

GR 115 MACHINE PRINTING (Basic Offset) (Begins January 29)

FEE: $45.00 60 hours Campus T Tuesday 6-10 p.m.

Prerequisites: Preference will be given to the candidates who have some knowledge of offset duplicators.
Course Content: A beginners' course covering the fundamentals of offset lithography, feeding dampening systems (both conventional and alcohol), ink control, and running of one colour, multi-colour and process colour projects.
This program leads to GR 116.

GR 116 MACHINE PRINTING - SINGLE COLOR OFFSET (Begins January 29)

FEE: $55.00 60 hours Campus T Tuesday 6 - 10 p.m.

Offset lithography on single colour Heidelberg, Harris and Miehle presses (Basic).
This course is designed for candidates with a working knowledge of printing and printing machinery.
Prerequisites: Completion of GR 115 or equivalent.
Course Content: Good housekeeping and safety. Lubrication. Measuring instruments and devices for pressmen. Cylinder arrangements. Dampening system, conventional and with alcohol, inking and register systems. Plate, paper and ink as related to the pressman. Successful operation of a single colour press.

GR 202 PHOTOCOMPOSITION OPERATING COURSE (Begins February 5)

FEE: $55.00 60 hours Campus T Tuesday & Thursday 7-10 p.m.

Prerequisite: Typing skill.
Course Content: This course will enable a student to become a competent phototypesetting computer input operator. The course involves the operation and basic maintenance of both the Linotype VIP, and Photon 713-10/20 Textmaster; tape processing; tape code reading (TTS); and use of CRT correction terminal. This is not a mere text setting course but involves basic mark-up and keyboarding of complex typesetting problems. The keyboards are AKI-CIT 70's and a PCI-130 Programmable Keyboard.

GR 204 PASTE MAKE-UP & RULING (Begins February 4)

FEE: $55.00 60 hours Campus T Monday & Wednesday 7-10 p.m.

Prerequisites: One year of typesetting experience.
This course teaches the basic skills required in the making up of pages using paper positives to produce camera ready paste-ups. The student will be expected to successfully complete a wide range of jobs from the simple letterhead to the imposition of an 8-page brochure. Included will be the utilization of display setting machines, transfer sheets, prints and screened prints which will be exposed and developed in a darkroom. Ruling will be done using both hand methods and machines. Depending on the composition of the class, the emphasis may be on commercial or newspaper paste-up techniques.

GR 216 SINGLE COLOR OFFSET PRESS (Intermediate) Begins Jan. 24)

FEE: $55.00 60 hours Campus T Thursday 6-10 p.m.

Offset lithography on single colour Heidelberg, Harris and Miehle Presses. (Intermediate).
This course is designed for the student who wants to upgrade his present skill or has completed GR 116.
Course Content: Colour matching. Projects run during this course will include one colour, multi-colour and process work.

GR 302 PASTE MAKE-UP AND FILM ASSEMBLY (Begins February 5)

FEE: $55.00 60 hours Campus T Tuesday & Thursday 7-10 p.m.

Prerequisites: Two years of typesetting experience or the approval of the instructor.
Course Content: Some basic paste make-up techniques are taught at the beginning of this course before entering into film assembly proper. Included is an assessment of quality of reproductions; assembly of required tools and materials; hand ruling and use of various drawing instruments. There will be the make-up and correction of positive film from phototypesetting machines along with other photo products. A limited amount of darkroom techniques is also taught.

GR 316 TWO COLOR OFFSET PRESS (Advanced) (Begins January 31)

FEE: $55.00 60 hours Campus T Thursday 6-10 p.m.

Prerequisites: Completion of GR 217 or equivalent industrial experience.
Course Content: Register, cylinder arrangements, application of Ph, pressroom chemistry, paper, ink, colour matching and densitometer application. Projects run during this course will include two-colour, multi-colour and process colour work. Upon completion of this course a day school credit is obtained.

HOUSEKEEPING SERVICES ADMINISTRATION

CARP 003 CARPET CARE (Begins January 14)

FEE $20.00 30 hours Campus T Monday 7-10 p.m.

This course is designed to meet the increasing need for information in this every-growing, specialized area of the cleaning maintenance industry. Those who are interested in selection and/or maintenance of carpets will find this a most informative course. It is aimed at building managers, housekeepers, contract cleaners, and those who will be actively associated with the modern equipment now available.
Course Content: Carpet construction, fibres and pile characteristics, installation, cleaning maintenance methods and procedures, spot cleaning and stain removal; use and care of modern equipment - foam to steam extraction: setting up maintenance program; practical work, using a variety of machines and equipment - a most important part of the course.
Note: The Executive Housekeepers Qualifying course sponsored by the Ontario Hospital Association completes the program in Housekeeping Services Administration.
For further information phone Bram Allington, Consultant, Training in Business & Industry at 967-1212, Ext. 595.

HSA 050 BASIC SKILLS OF CLEANING & SANITATION FOR SUPERVISORS (Begins January 14)

FEE $30.00 60 hours Campus T Monday & Wednesday 7-10 p.m.

This course is designed for those interested in advancement in the cleaning maintenance field. It is suitable for those working in hospitals, universities, schools and commercial buildings. It is a prerequisite for HSA 051.
Course Content: Cleaning skills, methods, procedures, products & equipment; surfaces to be cleaned, including all types of floors; housekeeping bacteriology.

HSA 051 BASIC HOUSEKEEPING SUPERVISION (Begins January 15)

FEE $30.00 60 hours Campus T Tuesday & Thursday 7-10 p.m.

This course is designed to develop supervisory and management techniques, and is a continuation of HSA 050. Successful completion of both courses HSA 050 and HSA 051 is equivalent to the four-week, fulltime Housekeeping Supervisor course presently given in conjunction with the Ontario Hospital Association. This certificate is recognized by the Ontario Hospital Association. Students who have a Certified Building Custodian certificate need not take HSA 050 as a prerequisite to course HSA 051.
Course Content: Supervisor's duties and responsibilities; planning and organizing workloads, schedules, training programs; how to instruct; budget preparation and control; communication and safety.

LANGUAGE TRAINING - All courses begin in the week of January 20.

LT 902 POLISH LANGUAGE & HERITAGE

FEE: $30.00 60 hours Campus C Monday and Wednesday or Tuesday and Thursday 7:30-9:30p.m.

This course aims at the development of facility in both the speaking and the writing of the language. The language instruction will be given in contexts that reflect the most notable features of Polish European heritage, but will also stress the historical and contemporary involvement of the Polish people in Canada.

LT 903 ADVANCED ENGLISH READING & CONVERSATION FOR NEW CANADIANS

FEE: $30.00 60 hours Campus C
Monday & Wednesday or Tuesday & Thursday 7:30-9:30 p.m. Also 9-11 a.m. daily and 12:30-2:30 p.m. daily

An advanced course for students who have already learned to speak and write basic English. The course will include vocabulary development, reading comprehension, business letters and report writing. One evening a week will be devoted to group discussions under the guidance of the instructor.

LT 904 SPEAKING CANADIAN FRENCH

FEE: $30.00 60 hours Campus C Monday and Wednesday or Tuesday and Thursday 7:30-9:30 p.m.

This course is offered at the basic, intermediate and advanced levels. It concentrates on the acquisition of the distinctive Canadian features of French within general language development appropriate to the individual's competence. The language is presented in relevant French-Canadian socio-cultural context.

LT 906A ITALIAN LANGUAGE & HERITAGE

FEE $30.00 60 hours Campus C Monday and Wednesday or Tuesday and Thursday 7:30-9:30 p.m.

This course will be offered at basic, intermediate and advanced levels if there is sufficient demand. It aims to develop language skills in contexts of contemporary Italian values and practices, especially those features of Italian life as they are involved in an urban society such as Toronto's. The situational relevance of the course should make it helpful not only to the general public but especially to those involved professionally with the largest ethnic group in our city.

LT 908 SPANISH LANGUAGE & HERITAGE

FEE: $30.00 60 hours Campus C Monday and Wednesday or Tuesday and Thursday 7:30-9:30 p.m.

This course aims at the development of facility in both the speaking and the writing of the language. The language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the culture of the Spanish-speaking countries of North and South America.

PHYSICAL EDUCATION COURSES

FIT 900 GENERAL FITNESS

FEE: $25.00 24 hours Campus CL Monday & Thursday 7:30-9:30 p.m.

Two fitness tests will be administered, one before and one after the course. A program of exercise will be designed specific to each individual's needs.

YOGA 900 YOGA (Hatha Yoga) (Begins January 23)

FEE: $20.00 24 hours Campus CL Wednesday 7-9 p.m.

This 12-week course, one of the fastest growing physical activities in North America, is offered twice during the school year. It is designed to qualify students to teach hatha yoga, pranayama breathing exercises, relaxation therapy, and meditation. Certification is granted at the completion of the course.

PROFESSIONAL DEVELOPMENT COURSES

ED 900 TEACHING TECHNIQUES (Evenings) (Begins January 17)

FEE: $30.00 60 hours Campus CL Thursday 7-10 p.m.

This course is designed for people in industry, commerce, the professions and adult education who have an interest in the instruction of other people. It is a basic course combining a minimum of pedagogical theory with practical instructional technique.
Course Content: Theories of learning, adult learning, individual differences, subject analysis, lesson planning, curriculum development, lesson types, teaching aids, evaluation, practice teaching, critical appraisals of teaching techniques.

ED 901 TEACHING TECHNIQUES (Days) (Begins February 4)

FEE: $50.00 90 hours Campus CL 3 Weeks 9-4 p.m. daily

This course is similar in content to ED900. It is offered on a 3-week, full-time basis, 9:00 a.m. to 4:00 p.m. daily.
The major difference is the additional practice sessions. For teachers employed in hairdressing or barbering schools, the Department of Labour insists on successful completion of this course in order to qualify for a licence to teach. It is also appropriate for teachers or instructors in any adult teaching-learning situation.
It is customary to have 4 to 6 of these classes per year. For exact details please contact our department at 967-1212, Ext. 595 or 598.

ES 900 EFFECTIVE SUPERVISION - Production (Begins January 17)

FEE: $50.00 25 hours Campus CL Thursday 7-9:30 p.m.

This course covers a broad segment of industrial supervision, presenting the philosophical and elementary technology background. It is designed especially for the supervisor and foreman.

ES 900 EFFECTIVE SUPERVISION - Production - cont'd

The four specific objectives are as follows:
To identify the supervisor's function, to reduce waste of human and financial resources, to reduce basic work and material content, to improve the motivational climate of the organization.
The ten session topics are: Role of the Supervisor, Principles of Effective Supervision, Initiating Proper Action, Motivation of the Worker, Setting Objectives and Goals, Planning, Scheduling, Measuring Results and Evaluating Efficiency, Improvements, and Getting a Day's Work Done.
The case study method will provide the subject matter for each session.

ES 902 EFFECTIVE SUPERVISION - Administration (Begins January 15)

FEE: $50.00 25 hours Campus CL Tuesday 7-9:30 p.m.

The object of the course is to improve the ability of the supervisor. It is designed for supervisors in administrative, office, clerical, professional, technical, financial and commercial fields. It will be beneficial to those in both profit-oriented and service industries, in government organizations, in small, medium or large enterprises. The administrative supervision course can be taken in place of the production or construction courses.
The ten session topics are:
The Role of the Supervisor, Principles of Effective Supervision, Analyzing the Problem, Setting Objectives and Goals, Organizing and Planning, The Human Factor, Flow of Information, Improvement, Evaluating Operations and Controlling Activities, Managing High Talented Personnel.
In each session the student will apply problem-solving techniques to a typical administrative situation.
The material provided includes up-to-date ideas in productivity improvement and systems analysis.
The course is ten sessions in length, each of approximately two and a half hours.

ES 903 EFFECTIVE SUPERVISION - Human Relations (Begins January 16)

FEE: $50.00 25 hours Campus CL Wednesday 7-9:30 p.m.

The objective of this course is to help the supervisor to deal effectively with his problems in the area of personnel management. Using the case method, the student in effect learns by "doing" and studies human relations in accordance with modern management concepts. The cases include a cross-section of incidents in various business concerns.
The ten session topics are:
Understanding People, Selection and Induction, Training Employees, Developing and Maintaining Morale, Elements of Wage and Salary Administration, Effective Communications, Appraising Employee Performance, Discipline and Corrective Action, Understanding the Collective Agreement, Planning and Organizing for Results.
Two alternate sessions are available: Leadership - Resistance to Change.

ES 905 EFFECTIVE SUPERVISION - Communications (Begins January 14)

This course has been designed to make the supervisor aware of the importance of communications. It is recognized that a basic need of all managers is that they be able to communicate.
The course is ten sessions in length and will give ample practice in the methods of effective communications, together with the reasons for their use.
The ten session topics are: Communication - its Meaning and Definition; Communication - Problems through Several Levels; Communication is a Two-Way Street; Communication through Conversation; Let's Learn to Listen; Communication through Practice; Barriers to Communication; Verbal Communication; Rules of What and How; The Written Communication.

ES 907 EFFECTIVE SUPERVISION - Hospitals (Begins January 15)

This series of 10 case studies has been especially designed for people in a supervisory role, regardless of their department within a hospital. It is applicable to any in the hospital setting who wish to prepare themselves for advancement.
The ten session topics are:
The Role of Hospital Supervisors; Principles of Hospital Supervision; Management by Objectives; Organizing, Decision-making and Delegating; Performance Appraisal; Attitudes and Motivation; The Management of Change; Training and Development; Handling Discipline and Morale; and Team Development.

REAL ESTATE LICENSING

RE 900 INTRODUCTION TO REAL ESTATE - Days

FEE: $100.00 3 Weeks (90 hours) Campus CL
A new class starts each Monday 9:00 a.m. to 4:00 p.m.

This course is the prerequisite for a licence to sell real estate in Ontario. 75% attendance at class and 75% on the final examination are required. All text books and forms are supplied.
Course Content: (as prescribed by the Provincial Advisory Committee of the Ministry of Consumer and Commercial Relations).
Session No. 1- General Information . 2-3 - Real Estate & Business Brokers Act. 4 - General Introduction. 5 - Code of Ethics. 6 - Broker-Salesman Relationship. 7-8-Municipal Regulations. 9 - Construction. 10 - New House Sales. 11-12 - Mortgages. 13-14 - Mortgage Financing. 15-16 - Evaluation. 17 - The Vendor. 18 - Listing Agreements. 19 - Advertising. 20 - Specific Advertising. 21-22 - The Prospect. 23 - Contract Law. 24-25- Agreement of Purchase & Sale. 26 - Review & Glossary of Real Estate Terms.

RE 901 INTRODUCTION TO REAL ESTATE - Evenings (Begins January 7)

FEE: $100.00 90 hours Campus CL Monday & Wednesday 7-10 p.m.

Course Content: See RE 900.

VISUAL COMMUNICATIONS

AV 921 VISUALS (Begins January 7)

FEE: $90.00 60 hours Campus T Monday & Wednesday 6-9 p.m.

Instruction in preparing slide-sound programs and overhead projectuals.

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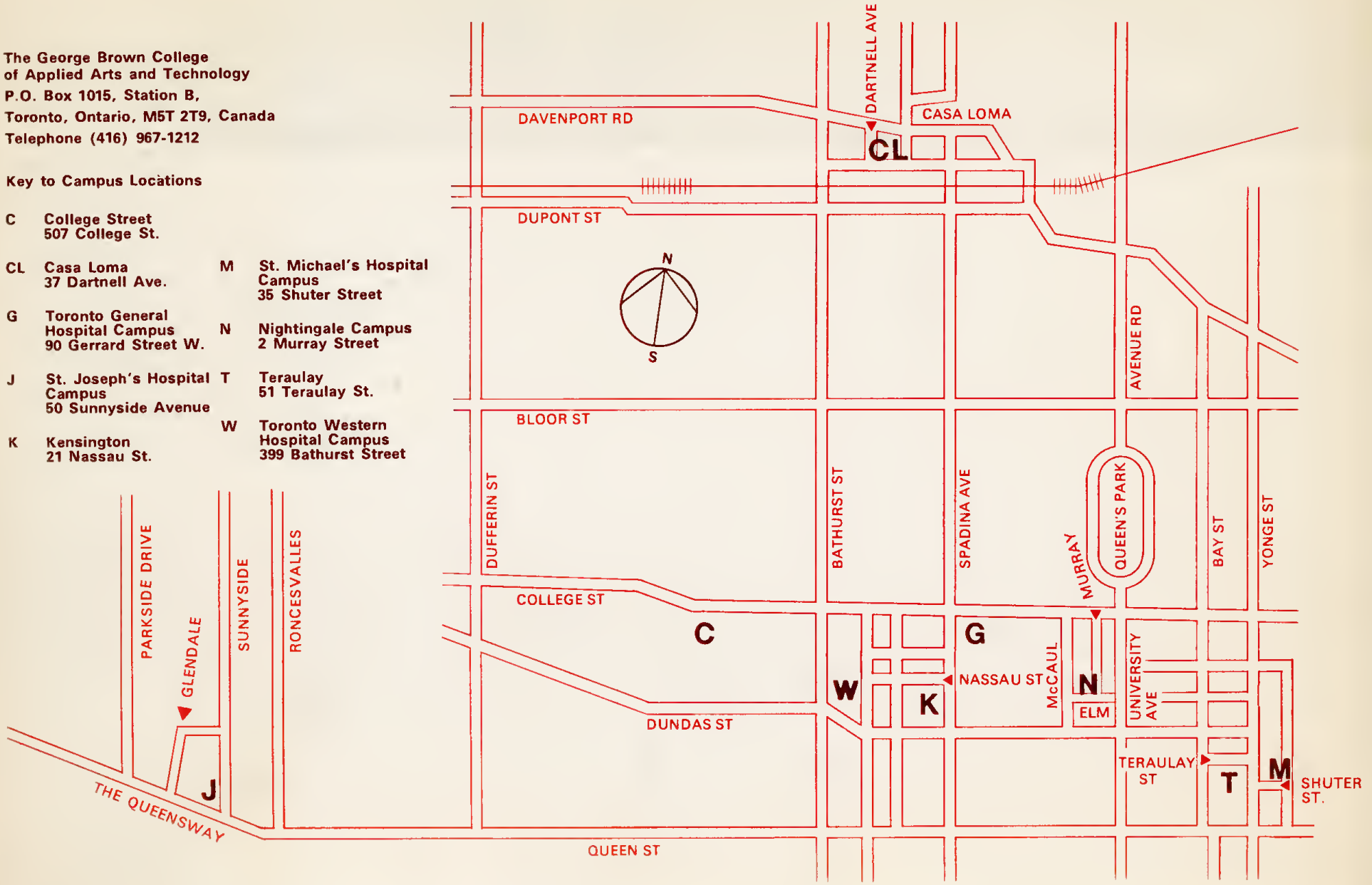
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